Analyst IV (PSS 7237)

Working Title: Financial Operations Manager

POSITION PURPOSE:

Under general direction of the Executive Assistant Dean & CFAO, provides complex administrative and budgetary support for the UCR School of Business Administration. Provides critical executive level support to the Dean, Associate Dean, Executive Assistant Dean & CFAO, Director of Graduate Programs and Assistant Dean of Undergraduate Programs. Assists the Executive Assistant Dean & CFAO with the coordination of financial and administrative operations for the School of Business Administration. Coordinates and maintains compliance with relevant policies and procedures to maintain sound financial conditions in the School of Business. Performs complex budget/resource analysis, including retrieving data from campus information systems, organizing and validating data, and preparing reports. Participates in developing annual financial plans for the school; oversees day-to-day operations of the budget and financial operations; provides complex analytical support/policy analysis for the organization to monitor expenditures.

The Financial Operations Manager provides technical support in all financial areas, and implements processes to increase efficiency and improve financial reporting tools. Regularly reviews school-wide and Dean’s office processes, policies and procedures and makes recommendations for increased efficiency, productivity and internal controls. Provides guidance on fiscal policies, interpretation, fund restrictions, and prevailing practices to all SoBA faculty, staff and students as needed.

Provides supervision of all financial, payroll and purchasing operations, contracts/grants pre/post award administration, internal controls and compliance.

ESSENTIAL FUNCTIONS

BUDGET AND RESOURCE MANAGEMENT/FINANCIAL ANALYSIS AND OPERATIONAL PLANNING (40%):

Advise the Executive Assistant Dean & CFAO concerning all matters pertaining to sound fiscal management. In consultation with the Executive Assistant Dean & CFAO, manages operating budgets in the School of Business involving multiple fund sources to ensure that resources support school goals and plans. Ensure compliance with requirements of federal, state and other agencies. Responsible for the application of all University policies and procedures. Exercise independent judgment in solving day-to-day operational needs and in making recommendations concerning school resources, policies, practices, and operations. Anticipate operational problems and develop solutions.

Performs complex budget/resource analysis by retrieving data from campus financial systems, analyzing and validating data, forecasting expenditures and preparing comprehensive reports.
Gathers data or conduct studies in order to make recommendations or support decisions. On a monthly basis, provide up-to-date information on expenditures, identifying trends, overdrafts, and other potential problems. Conducts detailed budgetary analysis of control unit requests, prepares complex spreadsheets (using advanced formulas, functions and techniques) and other documentation to summarize, synthesize, and justify budgets. Analyze problems, needs, and trends to provide creative solutions to budget problems. Supervise the year-end fiscal closing to balance all accounts in a timely manner.

Administer extramural funding activities:

Provide leadership and supervision in the application for and administration of contracts and grants. Ensure UC audit requirements are followed. Serve as liaison with the UCR Office of Audit & Advisory Services. Develop and supervise procedures to ensure adherence to terms and conditions of awards, maintenance of records and monthly reporting of contract and grant activity for principal investigators. Act as a school liaison with the Office of Research. Use technological tools to automate and facilitate the budget preparation process and the processing of forms for multiple granting agencies and reports reflecting monthly activity and fund balances for all funds. Proactively avoid deficit spending by setting firm standards on fiscal control. Actively participant with PI’s planning process to ensure appropriate decisions.

Self-Supporting Programs:

Monitor student enrollment, develop revenue projections and establish expenditure budgets for Professional Degree Fee (MBA), Graduate self-supporting programs (Flex MBA, Masters of Professional Accountancy, Masters of Finance & TBD) and Undergraduate self-supporting programs (Masters in Business Preparation Program). Administer budgets for self-supporting programs and other new programs within the school. Monitor spending and make recommendations to control costs. Provide financial management and monthly reporting of financial activity for programs.

Personnel Accountability:

Monitors FTE funding and performs transfers of funds on vacant FTE according to set policies. Tracks employee benefits expenditures and creates projections to assure optimization of benefits funding. Monitors insurance liability funds and projects future liability based on current and future rates in relevant fund types. Responsible for Ledger (comp and non-comp) Reconciliation certification. Oversees /Manages Staffing Process to balance and meet all campus deadlines.

SALES AND SERVICE OPERATIONS (30%):

Under general direction of the Executive Assistant Dean & CFAO, prepares the business plan for new and existing sales and service activities to include proposed rate structure and operating budget with focus to assure the appropriateness of the product, the expenditures, and the accuracy of the revenue calculation relative to Campus policy and procedure. Manages School of Business sales and service agreements between faculty, organization and UC Riverside to ensure adherence to UC policy. Consults with appropriate campus departments in order to ensure timely execution of contracts. Provides monthly budget reports for faculty members, analyzes and validates data, forecasts expenditures, advises of any potential problems based on trending expenditures and proposes corrective action. Collects and disseminates data as necessary to ensure compliance with original objectives of the sales activity and allowable costs. Ensures compliance and consistency in application and maintenance of all relevant policies, procedures and articulated practices. Designs and maintains SoBA financial modeling, projection and reporting tools.
FISCAL MANAGEMENT OF SCHOOL OPERATIONS (25%):

Oversees processing of financial transactions for the School of Business. Researches and analyzes variances including recommendation on how to maintain compliance. Acts as a reviewer for all department payroll transactions as well as reviewer for school financial transactions in the UCRFS financial system. Analyzes and processes fund allocations, expenditures and transfers determining the correct account, activity, fund, function and cost center in accordance with University policies. Oversees the department ledger reconciliation and fiscal closing process. Implements and tracks the UCOP Funding Assessment on an organizational basis. Ensures that all funds are in reportable condition on a monthly basis. Trains all new departmental financial and administrative staff as needed.

OTHER DUTIES (5%):

Back up for the Executive Assistant Dean & CFAO as required.

Participates on various campus committees involved with supporting the development of systems and tools to enable effective and efficient financial reporting and analysis.

Participates in meetings including, but not limit to, Contract & Grants User’s Group, UCRFS, PPS, iTravel, DBA, FHROG, etc. and disseminates relevant information upon return to the appropriate people.

Develops, implements and/or maintains systems and tools allowing for the easy access/transfer of reports and information to the School of Business executive leadership team and for archiving purposes.

Other duties and special projects as assigned.

Minimum Requirements

Bachelor’s degree in Accounting, Finance, Business or related field, and a minimum of six (6) years of experience in financial analysis, budget analysis or administration; or an equivalent combination of education and experience.

Experience in Fund Accounting at a Higher Education Institution, Governmental and/or Not-For-Profit State Agency. Comprehensive knowledge of the relevant regulations and standards to satisfactorily meet reporting requirements for financial activities (e.g. Generally Accepted Accounting Principle (GAAP), Governmental Accounting Standards Board (GASB), and the principles of fund and cost accounting.)

General working knowledge of common reporting systems, such as those used for budget, payroll/staffing, personnel, facilities, inventory and general ledger activities.

Demonstrated advanced skill and extensive experience in preparing and analyzing financial reports; strong qualitative and quantitative analytical skills; attention to detail; skill in exporting/importing data from or to different software applications for data collection; experience
in developing quantitative fiscal analysis into written analytical summaries/reports.

Experience in daily management of business/financial operations within a complex financial accounting system. Demonstrated problem solving and decision-making skills and the ability to be flexible and appreciative of diverse ways of thinking.

Experience in managing the fiscal year close process and the related internal controls.

Experience in Contracts and Grants administration working with the Principal Investigator on completion of required forms, budget development, pre-award and post-award reporting; compliance to associated regulatory agencies.

Experience in developing and monitoring internal controls to promote operational efficiency and effectiveness; to safeguard assets; to ensure the validity, accuracy and reliability of accounting records and financial reports; and to promote adherence to UC, UCR and the School of Business policies and procedures.

Demonstrated superior communication skills to effectively and professionally communicate using tact and diplomacy with internal and external campus community from culturally diverse backgrounds; demonstrated skill in identifying the correct issues to be communicated, the appropriate audience, and the method of communication, and the timing of the communication; skill to independently compose written communication materials for a variety of audiences, using correct spelling, grammar, punctuation and composition; skill in translating observations, findings, and recommendations from analytical studies into a concise and logical written report; and the ability to maintain confidentiality at all times.

Preferred Qualifications

Master’s Degree in Business Administration, Accounting, Finance or related field. Experience working for the University of California or comparable institution of higher education, performing high-level analysis and working with budget and financial models (minimum 2 years).

Working knowledge of University administrative policies and procedures and organizational structures.

Demonstrated knowledge of and experience with UCR’s financial and payroll systems.

TO APPLY

For a detailed position description, required qualifications, and to apply for this position, please visit the UCR Human Resources website at http://jobs.ucr.edu and look for job number 201507216961.

The University of California is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.